

Welcome to eForms!

As a part of the Department's ongoing efforts to reduce paper and increase employee mobility, we are transitioning DCS forms from Microsoft Word and Excel documents into electronic, fillable forms (eForms). The new eForms are designed to be filled out electronically and digitally signed so DCS employees no longer need to print, physically sign and scan completed forms.

DCS Forms and Publications

Note: Forms are updated frequently. To ensure the most current, updated form is being used, all DCS forms should be accessed from this Web Page.

[Learn about the new eForms!](#) [Get help with filling out eForms](#) [Get Answers for FAQs](#) [Contact the Documents Program Specialist](#)

Select Tag: All

Search Forms:

ID	Form Name				
0849	Abnormal Involuntary Movement Scale (AIMS) CS-0849	eForm (PDF)	English Instructions	English	Spanish Instructions
					N/A
N/A	Absconder Guide Checklist				
0705	Absconder/Runaway/ Escapee Recovery Checklist CS-0705				

You will notice a few changes to the Forms & Documents webpage. A new column will be available for eForms. You will download the new eForms in the same manner as the previous Word and Excel versions.

0724.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons] 1 / 1 127% [Icons] Tools Sign Comment

Please fill out the following form. Highlight Existing Fields

TN Department of
Children's Services

Employee Monthly Training

Employee Name:		Supervisor:		Month:	
El or SS#:				Year:	

Date	Activity/Training	Facilitator/Trainer	Time/Hours	Type of Training (Preservice/Inservice/Policy Review/Other)

When you open one of the new eForms you will notice a purple bar at the top of Adobe Reader. If you do not have Adobe Reader, you may download the latest version for free from the [Adobe Reader website](http://www.adobe.com/reader). It indicates you have opened a PDF with fillable form fields. All form fields will be highlighted in a purple/blue color. To enter data into a field, simply click on your field of choice and start typing.

To navigate to the next field without using your cursor, you may use the [Tab] key to toggle to the next form field.



How to Set Up a Signature for Digital Signing

Please fill out the following form.

HIPAA Authorization for Release of Protected Health Information:

I hereby authorize the use or disclosure of my individually identifiable health information as described above. I understand that this authorization is voluntary. (2) If the person or organization to whom the information is released is not a health plan or health care provider, the released information may no longer be protected by the privacy rule. (3) The payment for my health care will not be affected by my signing this authorization. (4) I get a copy of this form after I sign it. (5) This authorization expires on [redacted] but if I do it won't have any effect on actions taken before the expiration date. (6) If I revoke this authorization, prior to receiving revocation of the release shall not be affected.

This authorization will expire on [redacted]
(EXPIRATION DATE NOT TO EXCEED 1 YEAR FROM BEGIN DATE OF SIGNATURE)

I have read this section. **1.** [redacted] Signature

If the individual who is the subject of the information is not the individual signing this Release. EXCEPTION: Release of records under category numbers 2 or 3 should be made by the individual who is the subject of the information.

Authorizing Signature

Name of Client's Representative (Print)

Name of Witness (Print)

Relationship to client and authority to release confidential information

2. Sign Document

Sign As: New ID ...

3. Add Digital ID

I want to sign this document using:

☐ My existing digital ID from:

- ☒ A file
- ☐ A roaming digital ID accessed via a server
- ☐ A device connected to this computer

3. ☒ A new digital ID I want to create now

Cancel < Back Next >

1. Click on the signature field. Signature fields will always be indicated with a small red flag in the top left corner of the field
2. A "Sign Document" dialog box will pop up asking you how you wish to sign the document. To create a new digital signature, select "New ID..."
3. Select "A new digital ID I want to create now" when it asks how you want to sign the document.

Add Digital ID

4. Where would you like to store your self-signed digital ID?

☒ **New PKCS#12 digital ID file**

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

☐ **Windows Certificate Store**

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Cancel < Back Next

4. Select "New PKCS#12 Digital ID File" to create a signature that can be used for all Adobe PDF forms.

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): Name

Organizational Unit: Unit

Organization Name: DCS

Email Address: name@tn.gov

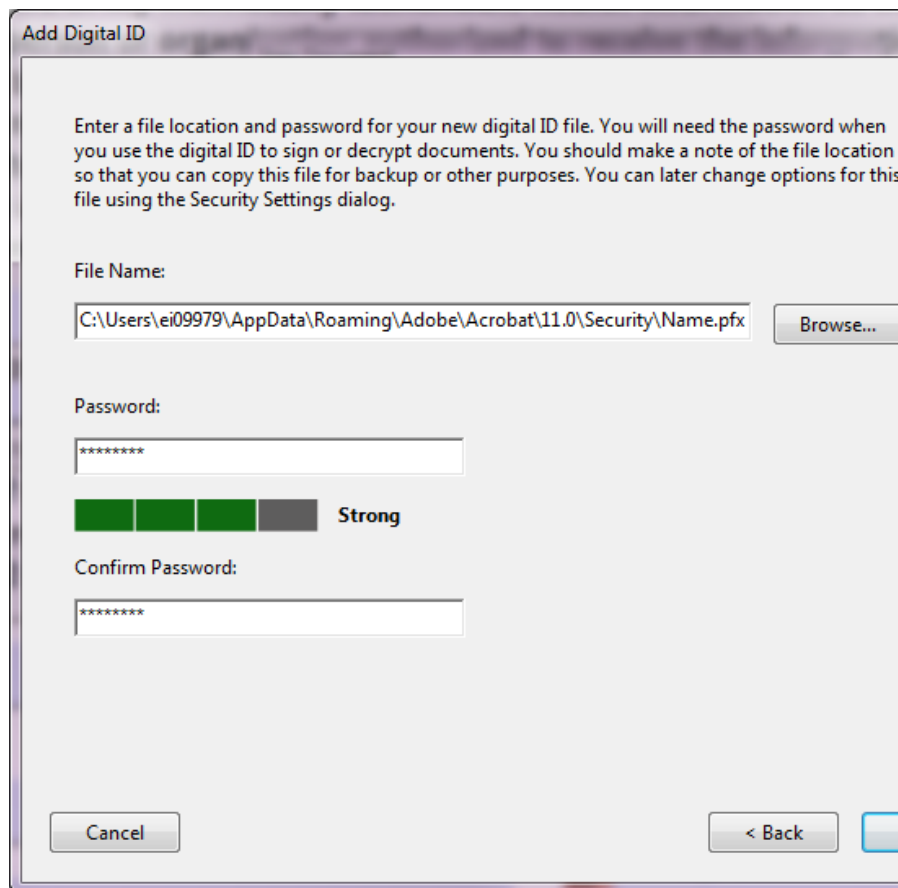
Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next

5. Fill out the first four fields with your information. Leave the "Key Algorithm" and "Use digital ID for" fields set to the default values.



Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

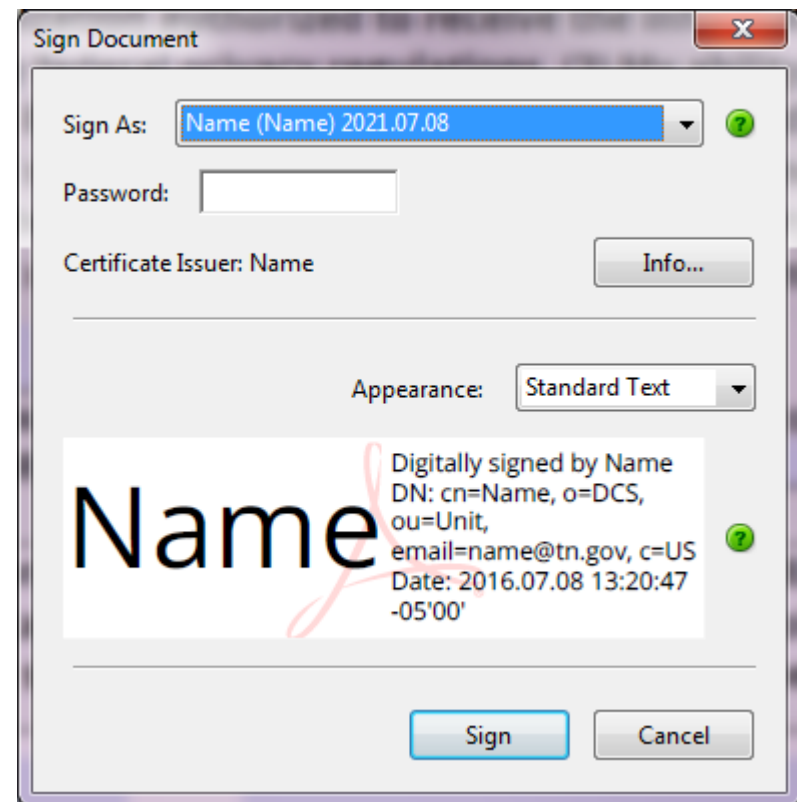
File Name:

Password:

■ ■ ■ ■ **Strong**

Confirm Password:

6. You will be asked to create a password for your Digital Signature/ID. Adobe will rate the strength of your password for you, but it is not required to be "strong."



Sign Document

Sign As:

Password:

Certificate Issuer: Name

Appearance:

Name

Digitally signed by Name
 DN: cn=Name, o=DCS,
 ou=Unit,
 email=name@tn.gov, c=US
 Date: 2016.07.08 13:20:47
 -05'00'

7. Your new digital Signature/ID is now available for signing. You must enter your password in order to sign the form. You will be asked to save the file once you click the sign button.

prior to receiving revocation of the release shall not constitute a violation

This authorization will expire on _____

(EXPIRATION DATE NOT TO EXCEED 1 YEAR FROM BEGIN DATE or 90 DAYS FROM BEGIN DATE IF

I have read this section OR This section was

If the individual who is the subject of the information requested is a Child I

This Release. EXCEPTION: Release of records under category number 2 for

of records under category numbers 2 or 3 should be signed by the youth w

8. Once you have signed and saved the file with your signature you will be able to see the signature field with your digital signature/ID.
Note: You will only need to set this up once on your computer.

Sign a document with a previously created digital signature/ID

Sign Document

Sign As:

Password:

Certificate:

Appearance:

Digitally signed by Name
 DN: cn=Name, o=DCS,
 ou=Unit,
 email=name@tn.gov, c=US
 Date: 2016.07.08 14:35:01
 -05'00'

Sign Cancel

To sign a document with a digital signature/ID you have already created, simply choose it from the "Sign as" drop down list. You will be required to enter the password you used when it was setup.